1. Purpose & Scope

The purpose of this process is to fund eligible Medical Department personnel to attend appropriate professional courses that enhance knowledge and skills to support their military assignments.

2. References

The following documents are either required or helpful to perform the set of tasks in the accompanying flowchart; a) NSHS-001, NSHS Quality Manual, b) NSHS-002, Quality Systems Document Control, c) SECNAVINST 5212.5 series, d) BUMEDINST 4651.3 series, e) CME Course Funding SOP dated. 04FEB00.

3. Definitions

The terms listed below are defined to assist the reader.

3.1 **Mbr**: Member.
3.2 **CE**: Continuing Education.
3.3 **EAOS**: End of Active Obligated Service.
3.4 **Non-Claimancy 18**: Operational Commands not funded by BUMED; ships, Marine units, squadrons, etc.
3.5 **MCPP**: Medical Corps Professional Programs.
3.6 **FY**: Fiscal Year.

4. Document Review & Concurrence

Title of Reviewer	Functional Directorate	Signature & Date	Title of Reviewer	Functional Directorate	Signature & Date
Director of Program Management	OP (Process Owner)	CAPT. B. Welbourn	Commanding Officer	CO (Approval Authority)	CAPT. D. Wynkoop
Head, Student Support Department	OA4	CAPT. C. Curto	Director, MCPP	OM	CAPT. T. Miller

5. Summary of Changes

Version	Description	Date
01	Initial issue of procedure.	17 MAY 01

Document Number	Version	Effective Date	Page
NSHS-OP-007	**01**	**17 MAY 01**	**2 of 3**

Title
Course/Conference Funding

6. Process Flowchart

Receive Funding Request from Mbr

Funding Application

Adequate time for processing , 6 weeks or greater

Request is reviewed for timeliness

Timely? — No → Request denied & Mbr notified

Yes

Is request::
- Non-Claimancy 18
- Within current scope of practice
- Only request during current FY
- Nor within 6 months of Mbr's EAOS
- Minimum 6 hours of CE per day
- Reasonable in length

Request is reviewed for Appropriateness

Appropriate? — No →

Yes

Does Request include?
- Command Endorsement Letter
- Course Brochure w/Schedule
- Funding Request Letter

Request is reviewed for Completeness

Complete? — No → Request missing information from Mbr

Yes

NSHS-AO-004

Complete Funding Data Worksheet

CODE 0A4 Sponsored Courses

Request denied ← No — Funds Available?

Mbr notified

Yes

Approval Authority Endorsement? — No →

Yes

Course Funding Tracking Database

Enter data into Course Funding tracking database

Forward Funding Data Worksheet to Accounting for funding

Funding Data Worksheet

Receive notification from Accounting that funding has been obligated

E-mail
Fax
Copies

Completed Course Funding Request

File hardcopy of notification with funding application request

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Title
Course/Conference Funding

7. Quality Records

Record Name	Owner	Location	Indexing	Duration	Disposition
Completed Course Funding Request	Program Assistant	File Cabinet	By: Name, FY	2 years	Destroy per SECNAVINST 5212.5 series

8. Addendum

N/A